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THE INSTITUTE OF THE MOTOR INDUSTRY



A GUIDE FOR EMPLOYERS

THE LEARNING AND SKILLS HEALTH & SAFETY PROCUREMENT STANDARDS IN PLAIN ENGLISH

# HEALTH & SAFETY PROCUREMENT STANDARDS

## **INTRODUCTION**

This document forms part of the pack – TOOLBOX TALKS FOR THE MOTOR VEHICLE REPAIR ENVIRONMENT – support materials available to those delivering training to young persons in the sector.

The objective of this guide is to help you to understand what will be expected of you if you take on Apprentices and other learners on government funded training programmes. Broadly speaking these expectations are nothing more than is required of you by Health & Safety Legislation – so by making sure that you comply with the contents of this guide, you will also be giving your organisation something of a “health check” against the requirements of the law.

When you put one of your members of staff forwards for funded learning, or if in fact you agree to allow a young person to work on your premises as an apprentice (whether on placement or employed by you) you will find that the Training provider, College or School will want to come and have a look around. What are they looking for and why?

## **THE HEALTH & SAFETY PROCUREMENT STANDARDS IN BRIEF**

Whenever anybody comes to look around to your premises in connection with a person in funded learning, it is inevitable that at some stage this will be to ensure that your premises are a safe workplace. Providers and Colleges tend to call this any of the following:

- Safety Vetting
- The Health & Safety
- Safe Learner Survey

It all means the same thing – they are checking against nine standards which were originally put in place by the Learning and Skills Council (replaced by the National Apprenticeships Service and Skills Funding Agency in April 2010).

## **WHAT DO THE NINE STANDARDS COVER?**

These nine standards are:

1. Health & Safety Policy
2. Risk Assessment
3. Accidents and First Aid
4. Supervision, Training and Information
5. Work Equipment and Machinery
6. Personal Protective Equipment
7. Fire and Emergencies
8. Working Environment
9. Health & Safety Management

The rest of this guide will explore in more detail what you need to have in place in order to meet the requirements of each of these standards.

## **THERE IS A TENTH STANDARD**

The tenth standard is not always vetted – but where it is the person checking will want to speak with the person who is on the training or apprenticeship programme and who is involved with you. They will be checking that this person has been properly inducted into your safety arrangements and understands everything which they should - but provided that you are compliant with standards 1 to 9 yourself, standard 10 should be nothing to worry about.

## **WHY DO TRAINING PROVIDERS HAVE TO CHECK THESE THINGS?**

Several reasons including:

1. They are requirements of law, so should be being done anyway.
2. They go a long way to ensuring that learners - and of course you and your staff - are working in a relatively safe place. The provider has a duty of care to do this.

## **WHAT HAPPENS IF THERE ARE THINGS I HAVEN'T GOT IN PLACE?**

Training Providers are not linked to any enforcing body when they carry out Health & Safety Assessments against these procurement standards. If they are not happy that your workplace is a safe working environment the worst case scenario is that they will:

1. Not allow training to commence until the missing elements are put in place
2. Advise you of where you need to improve

A good training provider will usually point you in the right direction of people who can help in the event that there is anything significant which you have to improve.

**YOU WILL NOT RECEIVE VISITS FROM THE HEALTH & SAFETY EXECUTIVE JUST BECAUSE SOMEBODY FROM A SCHOOL, COLLEGE OR TRAINING PROVIDER HAS SEEN SOMETHING THEY DON'T LIKE.**

## **YOUNG APPRENTICE TRAINING**

Before a young person comes on to your premises they will have received some training in Health & Safety at Work. This means that they will have some understanding of risks common to your industry and how to work safely around them.

Most importantly – they will have been told that the most important rule for working safely is to listen to and comply with instructions from their employer. Therefore if you ask them to do a job for you, they will look to you to provide them with any instructions on how to do the job safely.

Never assume that a young apprentice knows anything. Always check that they understand how to work safely.

The young person's training so far will have provided them with a basic understanding of the risks associated with:

FIRE RISKS  
ELECTRICITY  
PNEUMATIC TOOLS  
PAINTS, LUBRICANTS  
WELDING

LIFTING AND CARRYING  
VEHICLES  
COMPRESSED AIR  
VEHICLE FUELS  
INSPECTION PITS

NOISY EQUIPMENT  
USING PPE  
LIFTING EQUIPMENT  
TYRES

## **PROHIBITIONS**

Fourteen to Sixteen year old learners should be prohibited from doing the following:

- Dealing with heavy tyres over 16" diameter
- Welding
- Paint Spraying
- Driving Vehicles
- Using Electrical Power Tools
- Using (or having to use) fully enclosed breathing apparatus

They may carry out other sensible activities under supervision. Supervision may reduce depending on the level of risk associated with the activity and also depending on the experience and competence of the young person – which you can judge over time.

However, generally speaking these young people should always be supervised when:

- Changing Tyres, using vehicle jacks, bead breakers and wheel balancing machines
- Working in or around vehicles
- Mixing paint
- Using vehicle or engine lubricants and/or fuels
- Using pneumatic tools
- Using hand tools

**STANDARD ONE : HEALTH & SAFETY POLICY**

**Applicable area of law : Health & Safety at Work Act 1974**

YOU MUST:

- Have a commitment to the health, safety and welfare of your employees and those who might otherwise be affected by your activities.
- Tell your employees how you go about keeping them safe and well.

IF YOU HAVE FIVE OR MORE EMPLOYEES YOU MUST:

- Have a written Health & Safety Policy Statement which:
  - Makes your commitment clear
  - Makes it clear who is responsible for Health & Safety in your workplace (which is usually the owner or Director)
  - Gives a brief statement of your Health & Safety arrangements – e.g. how you prevent accidents and illness and what you do if any accidents occur.

FREQUENTLY ASKED QUESTIONS:

- What about part time staff – do they count toward the 5?
  - Yes. It doesn't matter how many hours they work.

**STANDARD TWO : RISK ASSESSMENT**

**Applicable area of law : Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999**

**YOU MUST:**

- Assess the risks to health and safety in your workplace
- Take action to reduce or eliminate risks (called Control Measures)
- Ensure that your employees understand the risk control measures which you are using
- Consider any groups of persons who might be more at risk than others – including nursing/pregnant mothers, young people and disabled people

**IF YOU HAVE FIVE OR MORE EMPLOYEES YOU MUST:**

- Record your risk assessments

**FREQUENTLY ASKED QUESTIONS:**

- I've never done a Risk Assessment before....where do I start?
  - Take a look at [www.hse.gov.uk/mvr/information](http://www.hse.gov.uk/mvr/information). This will explain fully how to go about doing one.
- Will other people ask to see the Risk Assessments?
  - Yes. Your staff have a right to see them on request. Also the HSE can come onto your premises and ask to see them at any time.

**STANDARD THREE : ACCIDENTS, INCIDENTS AND FIRST AID**  
**Applicable area of law : First Aid at Work Regulations 1981, Reporting of Incidents, Disease and Dangerous Occurrences Regulations 1995**

**YOU MUST:**

- Have first aid kits and eye wash stations. The first aid kits should be suitable for the types of injuries which can happen in the MVR environment.
- Have a qualified first aider for at least every fifty employees you have. You should also have other people appointed to take charge in the event of an accident.
- Have an accident book which has tear off slips so that people's personal details aren't on display.
- Have a procedure which all employees know about showing what to do in the event of anybody getting hurt or falling ill.
- Ensure that near misses will also be reported and recorded (and acted upon to prevent them in future)
- Ensure that any accidents to learners will be reported to the Training Provider, School or College.
- Ensure that RIDDOR reportable accidents are reported to the HSE.

**FREQUENTLY ASKED QUESTIONS:**

- What's a RIDDOR reportable accident?
  - Basically - any accident which results in death, immediate transferral to medical professionals, a stay in hospital for more than 24 hours (at any time following the accident) and/or an incapacity to do your normal work for three or more days (due to the accident, but at any time following the accident). For more information go to <http://www.riddor.gov.uk>
- What's a qualified first aider?
  - Anybody who has completed a HSE approved First Aid course (it'll have a HSE number on the certificate).

**STANDARD FOUR : Supervision, Training and Instruction**

**Applicable area of law : Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999**

YOU MUST:

- Ensure that all of your staff and trainees are given a full induction on your safety arrangements including your arrangements for fire/emergency evacuation, accidents and first aid and your safe systems of work (or safe working methods).
- Ensure that your policies and procedures are well communicated to staff and trainees.
- Regularly update your staff and trainees on changes to safety rules.
- Evaluate how effective training and instruction has been (in other words – ask your staff and trainees for their views on training and check their understanding of the subject).

IF YOU HAVE FIVE OR MORE EMPLOYEES YOU MUST:

- Keep records of all training and instruction on Health & Safety which has been given to your staff and trainees.

FREQUENTLY ASKED QUESTIONS

- Do I have to keep staff certificates on my files?
  - Yes. You should retain copies.
- Do my staff need to sign to say that they have had training on safety?
  - This is a very good idea as long as your forms or records ask staff to sign to confirm that they have received training and understand your requirements.

**STANDARD FIVE** : **Work Equipment and Machinery**  
**Applicable area of law** : **Provision and Use of Work Equipment Regulations 1998 (PUWER)**  
**Electricity at Work Regulations 1997**

YOU MUST:

- Provide equipment necessary for your staff to do their jobs properly and safely.
- Maintain all equipment in accordance with manufacturer's instructions including:
  - Having all electrical equipment regularly tested for electrical safety
  - Having all wiring tested every five years
  - Complying with all legal requirements for inspection and testing which apply to specific items of equipment (e.g. Lifting Equipment)
- Ensure that machines with exposed moving/hot/electrical parts have adequate machine guarding which reduces risk (where possible)
- Ensure that the use of machinery is covered in your risk assessments

IF YOU HAVE FIVE OR MORE EMPLOYEES

- You must ensure that your risk assessments relating to machinery and electricity at work are properly recorded.

FREQUENTLY ASKED QUESTIONS

- How often do I need to have my electrical appliances PAT tested?
  - Most people do this every year which is a good idea. However, some items can be tested less frequently. The HSE provide good guidance on this – see <http://www.hse.gov.uk>

**STANDARD SIX** : **Personal Protective Equipment**  
**Applicable area of law** : **Personal Protective Equipment Regulations 1992**

YOU MUST:

- Provide Personal Protective Equipment, as your risk assessments have determined is necessary, free of charge to all persons operating on your premises or carrying out work for you.
- Common PPE required will include high visibility clothing, safety goggles, gloves, overalls, safety shoes and dust masks.
- Make sure that all persons understand how to use their PPE safely and how to look after it.
- Provide suitable storage for PPE to be kept safe.

FREQUENTLY ASKED QUESTIONS

- Do I need to keep records of PPE I've issued?
  - Yes, this is a very good idea – in case you should ever need to prove that you have issued the equipment.
- If a member of staff doesn't want to wear their PPE then are they working at their own risk?
  - No. You are responsible for ensuring that everybody wears PPE as required. You should be managing staff who don't wear it (through a disciplinary process).
- Do I need to provide PPE to trainees who I'm not employing?
  - You should discuss this with your training provider. Somebody has to, but it isn't necessarily you. In any case though, they should NOT be allowed to work if they are not properly equipped.

**STANDARD SEVEN : FIRE AND EMERGENCIES**  
**Applicable area of law : Fire Precautions Regulations 2003**

**YOU MUST:**

- Ensure that you have adequate means of detecting a fire on your premises (e.g. smoke detectors)
- Ensure that you have adequate means of raising the alarm if a fire should occur
- Ensure that you have clear fire escape routes which are kept clear at all times and which are clearly marked.
- Ensure that you have a named person responsible for looking after fire equipment and making sure that everybody is out safely (a fire marshal)
- Ensure that you have fire extinguishers/fire blankets of the right type and the right locations. Ensure that they are serviced every year or more frequently if they have been discharged.

**FREQUENTLY ASKED QUESTIONS:**

- Do I have to have a fire alarm system?
  - No, but it is a good idea. If you don't you must ensure that the alarm can be raised by other means. People shouting isn't normally acceptable in a noisy environment.
- Can I keep fire escapes locked?
  - Not unless you keep the key beside the door, clearly marked. People have to be able to get out otherwise your premises is unsafe and could be closed down by a fire authority inspector.
- Should I run fire evacuation drills?
  - Yes and you should record them too (ie when you did them and how long it took to get everybody out). Every six months is a good idea.

**STANDARD EIGHT** : **Safe and Healthy Working Environment**  
**Applicable area of law** : **Workplace (Health & Safety) Welfare Regulations 1992**

YOU MUST:

- Keep your work premises in reasonable clean order and in a good state of repair.
- Ensure that you provide toilet, washing facilities, drinking water and eating/rest areas as are appropriate to your staff.
- Keep adequate control over ventilation, good lighting levels, space, temperature and noise.
- Maintain your welfare areas and equipment.

FREQUENTLY ASKED QUESTIONS:

- Do I have to provide separate toilets for men and women?
  - No, as long as unisex toilets can be completely closed and locked
- Do I have to provide any catering facilities?
  - No – just somewhere clean to eat food away from the working area.
- I have noisy machinery.....should I provide ear plugs or ear defenders?
  - If you think you have excessive noise in your workplace you should provide ear defenders straight away. However, you should also then get your noise exposure levels tested as you may need to take further action.

**STANDARD NINE** : **General Health & Safety Management**  
**Applicable area of law** : **Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999**

YOU MUST:

- Show that you consult with your employees on Health & Safety matters and allow them to have an input.
- Provide health surveillance if any of your working activities might have long term or latent effects (for example paint sprayers should have health checks to ensure that they are not suffering from any early signs of occupational asthma)
- Ensure that you have somebody either within your organisation or whom you are otherwise able to approach for help, who is competent to give Health & Safety advice and guidance
- Review your Health & Safety arrangements, staff capabilities and training needs and Risk Assessments every year.
- Display signs and notices including:
  - The Health & Safety at Work, “What you should know” poster
  - Signage for emergency exits, first aid and eye wash stations
  - Notices and Guidance (such as safe manual handling techniques)
  - Your Employers Liability Insurance Certificate (which must be current)
- Ensure that your business is registered with the local authority
- Ensure that you have adequate control over activities which your staff are undertaking whilst off-site (but still working).

## FREQUENTLY ASKED QUESTIONS (Standard Nine)

- How should I prove that I have consulted with my staff?
  - Keep records such as minutes of meetings or memoranda
- How do I arrange health surveillance?
  - Contact the NHS or local doctors surgery for advice.
- At what level of qualification or credentials is somebody competent to give advice and guidance on Health & Safety?
  - The person must be familiar with the Motor Vehicle Repair industry or similar and must have a high level of training in Occupational Health & Safety. It is recommended that this person be qualified to at least Level 4. This could mean a NEBOSH Diploma or a NVQ Level 4 in Health & Safety Practice. Letters after a person's name to confirm this status would be from a professional institution (see below).
- Do I need to keep records of my annual reviews?
  - If you have five or more employees you should keep records of everything you do around Risk Assessments

## PROFESSIONAL INSTITUTIONS

The main institutions which will provide assurance of a person's competence in Occupational Health & Safety are:

IOSH – The Institute of Occupational Safety and Health

IIRSM – The International Institute of Risk and Safety Management

However, there are others involved such as ROSPA, CIEH and the British Safety Council. Always confirm letters after people's names by contacting the relevant institute (IOSH and IIRSM will confirm the level of a person's membership). Letters after a person's name such as GradIOSH, CMIOSH and MIIRSM will confirm at least Level 4 qualifications.